

## **Research Induction – Roadmap/Checklist Content**

### **1. Week 1/2 Welcome – Get your bearings**

#### Tasks for new staff:

- Meet and discuss your start with your line manager.
- Review key information on RIO research induction webpages.
- Contact and arrange meeting with SRIO and RIM/contact RIM to join induction.
- Sign up for RIO blog and twitter to stay informed.

#### Documentation to link to:

- Intranet – RIO welcome webpage
- Intranet – Introducing RIO page (<https://staff.napier.ac.uk/services/research-innovation-office/contact/Pages/contact.aspx>)
- Intranet – Research management system page (<https://staff.napier.ac.uk/services/research-innovation-office/rms/Pages/RMS-Introduction.aspx>)
- Intranet – Funding information (<https://staff.napier.ac.uk/services/research-innovation-office/external-funding/Pages/External-funding.aspx>)
- Intranet – Key policies (<https://staff.napier.ac.uk/services/research-innovation-office/policies/Pages/Research-policies.aspx>)
- Blog – (<http://blogs.napier.ac.uk/rio/>)
- Twitter – (<https://twitter.com/EdNapierRIO>)

### **2. Week 2/3 - Meet your key contacts (RIMs and SRIOs)**

#### Tasks for new staff:

- Meet with your RIM and SRIO to discuss your new start/Attend RIM induction.
- Think of any relevant questions you might have to ask your RIM and SRIO after reviewing intranet information.
- Attend RIM/SRIO induction.

#### Documentation to link to:

- Intranet - Introducing RIO page (<https://staff.napier.ac.uk/services/research-innovation-office/contact/Pages/contact.aspx>)
- Intranet – Research management System Page (<https://staff.napier.ac.uk/services/research-innovation-office/rms/Pages/RMS-Introduction.aspx>)
- Intranet – Research Funding information (<https://staff.napier.ac.uk/services/research-innovation-office/research-process/Pages/research-process.aspx>)

- Intranet – External funding team page  
(<https://staff.napier.ac.uk/services/research-innovation-office/external-funding/Pages/External-funding.aspx>)

### **3. Week 3/4 – Learn to navigate university research systems**

#### Tasks for new staff:

- Familiarise yourself with the University Research Process.
- Register on Worktribe and spend system.
- Update your Worktribe Profile, and review University spending procedures.
- Identify any further questions to ask RDM team/SRIO/RIM.

#### Documentation to link to:

- Intranet – Research process (<https://staff.napier.ac.uk/services/research-innovation-office/research-process/Pages/research-process.aspx>)
- Intranet – Research Information management team  
(<https://staff.napier.ac.uk/services/research-innovation-office/contact/Pages/Information-Management-Team.aspx>)
- Intranet – Research management System  
(<https://staff.napier.ac.uk/services/research-innovation-office/rms/Pages/RMS-Introduction.aspx>)

### **4. Week 4/5 – Solidify your knowledge of research at ENU**

#### Tasks for new staff:

- Review the information already provided and identify anything you might need further support with.
- Try navigating university systems based on the information provided. Identify any problems you might have, and gain support from the relevant person in RIO.
- Review policy information regarding Research Integrity, Research Data Management and Research Degrees.

#### Documentation to link to:

- Intranet – Research Integrity (<https://staff.napier.ac.uk/services/research-innovation-office/Pages/Research-Integrity.aspx>)
- Intranet – Research Degrees (<https://staff.napier.ac.uk/services/research-innovation-office/research-degrees/Pages/Research-degrees.aspx>)
- Intranet – Research Data Management  
(<https://staff.napier.ac.uk/services/research-innovation-office/research-data/Pages/introduction.aspx>)

## **5. Week 5/6 – Set your research priorities for your first year**

### Tasks for new staff:

- Identify your research priorities during your first year at Edinburgh Napier. Will you be looking to win external funding? Will you be supervising research students?
- Meet with your line manager to discuss your priorities and how you might meet them.
- Based on the information reviewed already, identify support you might need from RIO.

## **6. Week 6/7 – Will your priorities take you beyond academia?**

### Tasks for new staff:

- Review information about how RIO can support you in linking your research to bodies outside the academic sphere.
- Identify whether your research priorities might take you beyond the academy. Will you need to collaborate with business or undertake Public Engagement for any of your research?
- If further information is needed, contact the relevant person from RIO to discuss or arrange a meeting.

### Documentation to link to:

- Intranet – Introducing RIO webpage (<https://staff.napier.ac.uk/services/research-innovation-office/contact/Pages/contact.aspx>)
- Public Engagement webpage (<https://www.napier.ac.uk/research-and-innovation/public-engagement>)

## **7. Week 7 – Identify your research training needs**

### Tasks for new staff:

- Review Researcher Development team information, and Researcher development webpages to get an idea of what RIO offers.
- Identify any areas you would like to develop in your practice.
- Contact the relevant person in RIO with any events or resources of interest.

### Documentation to link to:

- Intranet – Introducing RIO webpage (<https://staff.napier.ac.uk/services/research-innovation-office/contact/Pages/contact.aspx>)
- Intranet – Researcher Development ([https://staff.napier.ac.uk/services/research-innovation-office/training/Pages/researcher\\_training.aspx](https://staff.napier.ac.uk/services/research-innovation-office/training/Pages/researcher_training.aspx))

## **8. Beyond – Stay up to date with RIO**

### Tasks for new staff:

- Follow RIO on twitter and register for the RIO blog.
- Keep an eye out for RIO events emails.
- Keep in touch with your RIM and SRIO for any information you might need regarding future projects.

### Documentation to link to:

- Blog – (<http://blogs.napier.ac.uk/rio/>)
- Twitter – (<https://twitter.com/EdNapierRIO>)